

Summer Edition

September 2002



HEALTH OCCUPATIONS CREDENTIALING

UPDATE

## **WELCOME MARLA RHODEN AS HEALTH OCCUPATIONS CREDENTIALING DIRECTOR**

The Kansas Department of Health and Environment announces the appointment of Marla Rhoden as Director of the Health Occupations Credentialing Program.

Marla has been with the Health Occupations Credentialing Program as Health Program Analyst, serving as assistant to the Director in many areas, since November 1997. Marla has a broad background in State Government including serving as an Administrative Assistant to the Secretary of Administration and as Administrator for the state employee Health and Safety Program. Please join HOC staff in welcoming Marla.



Marla Rhoden, Director  
Health Occupations Credentialing

## **CONGRATULATIONS, LESA ROBERTS ! PROMOTED TO DIRECTOR , BUREAU OF CONSUMER HEALTH**

Please join Health Occupations Credentialing staff in congratulating Lesa Roberts on her promotion to the position of Director, Bureau of Consumer Health. She assumed her new responsibilities as Director of Consumer Health on June 24, 2002. Lesa served as Director, Health Occupations Credentialing from 1994 until her promotion. Health Occupations Credentialing staff wish Lesa all the best in her new position.

### **NOTICE**

The KBI Central Repository has been re-engineering the criminal history record database and supporting hardware platforms. They are scheduled to implement the new system October 1, 2002.

For the 11 days between September 20 and October 1, 2002, the KBI Central Repository for criminal history records will be off-line and unavailable for record retrievals. Any record checks received during this period will be held and processed once the new system is up and running. We apologize for this unavoidable delay.

### **HEALTH OCCUPATIONS CREDENTIALING NEW PHONE NUMBER**

When you have questions or want to contact someone in HOC but do not know the phone number call:

**(785) 296-1240**

### **Special points of interest:**

- *New HOC Director, Marla Rhoden*
- *New phone number for questions*
- *CNA, HHA & CMA Instructor Workshop*
- *Prescreen students for eighth grade reading comprehension*
- *HOC will no longer accept Skills Competency Checklist Forms after 10/1/02—New form is TASK CHECKLIST*
- *How to request information through Open Records*

# HOC UPDATE

SUMMER EDITION



## KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT BUREAU OF HEALTH FACILITIES HEALTH OCCUPATIONS CREDENTIALING

### CNA, HHA & CMA INSTRUCTOR WORKSHOP

Health Occupations Credentialing staff will be presenting a free informational session for instructors on procedures and forms. We will also be discussing teaching techniques and tips on teaching adults. There will be a group discussion, so bring any suggestions, problems, or solutions you may have to share with the group.

This session is geared toward present or future instructors, coordinators and sponsors offering certified nurse aide, home health aide, medication aide, activity director, social service designee or operator training courses.

### WE HOPE YOU CAN JOIN US AT THE FOLLOWING LOCATION:

Fort Scott Community College  
2108 S Horton  
Fort Scott, KS 66701

Wednesday, September 18, 2002  
9:30 am to 2:30 pm

To register for this workshop, please e-mail Dolores Staab at [dstaab@kdhe.state.ks.us](mailto:dstaab@kdhe.state.ks.us) or call at (785) 296-6796.

### PRESENTERS

Betty Domer, Administrative Specialist  
Martha Ryan, Education and Training Development  
Dolores Staab, Education Certification Specialist



## NOTICE

**Beginning October 1, 2002**, Health Occupations Credentialing will no longer accept Skills Competency Checklists to update CNAs that are listed as inactive on the Kansas Nurse Aide Registry. A new form has been in place for approximately 8 months, titled: **TASK CHECKLIST**

ALL SKILLS COMPETENCY CHECKLIST FORMS WILL BE RETURNED AFTER 10/1/02.  
PLEASE SUBMIT THE TASK CHECKLIST



## Reminder to all CMA and HHA Course Sponsors and Instructors

Before enrolling in a medication aide or home health aide training course, each student must be **prescreened and pass a test for reading comprehension** of the written English language at an eighth grade reading level.

Although KDHE does not mandate the use of any specific test, the following are among those that are recommended as being nationally standardized: CASAS, TABE, AMES and ABLE. In addition, the CASAS test provides training for those individuals that give the test.

For questions on prescreening and testing of students, please call Dolores Staab at (785) 296-6796 or email [dstaab@kdhe.state.ks.us](mailto:dstaab@kdhe.state.ks.us).



## Reminder to all CMA Course Sponsors and Instructors

Sponsors of Certified Medication Aide (CMA) training courses are responsible for assuring that those who are enrolled in the initial CMA courses have completed certified nurse aide (CNA) training and have successfully passed the certification examination prior to any laboratory or clinical experience offered in the CMA course. To sit for the CMA test, a candidate must have successfully completed the CNA training and competency evaluation program (i.e., state-approved certification examination).

**Congratulations!** The pass rate for recently tested students of the following instructors was 90% or above: Jackie Bartley, Carol Bauck, Connie Harkness, Nancy Curie, Rita Goodman and Cindy Koehn.

## Helpful Information on Alzheimer's

The Kansas Department on Aging (KDOA) has a number of publications available both through the internet and in hard copy. One on these, A Guide for Alzheimer's Disease and Related Disorders has excellent information on communication, managing activities of daily living and coping with difficult behaviors. The publication may be ordered from their website, [www.agingkansas.org/kdoa](http://www.agingkansas.org/kdoa) or by phone by calling 1-800-432-3535 or 785-296-4986.

FOR YOUR  
CONVENIENCE: LIST  
OF VIDEOS AND  
ORDER FORM IS  
ATTACHED TO  
UPDATE NEWLETTER

### Videos Available from the Kansas Department on Aging

KDOA maintains a resource library of videos. The current list of videos available and an order form are attached to this UPDATE. The videos may also be requested by phone by calling 1- 800-432-3535 or 785-296-4986

## HEALTH OCCUPATIONS CREDENTIALING

Curtis State Office Building  
1000 SW Jackson, Suite 330  
Topeka KS 66612-1365

Phone: 785-296-1240  
Fax: 785-296-3075  
Email: fbreedlo@kdhe.state.ks.us

**UPDATE**

### Open Records Requests

Health Occupations Credentialing (HOC) respond to about 100 Open Records Requests last year. For the most part, we provide information to health care agencies that request a list of individuals in certain professions either for the entire state or for select counties in their area for hiring purposes. We have up-to-date listings of CNAs, HHAs, CMAs, Course Instructors, Adult Care Home Administrators, Dietitians, Speech/ Language Pathologists and Audiologists who are credentialed in Kansas.

Recently, we have provided county lists of CNAs and HHAs to County Health Departments mobilizing their emergency preparedness task forces.

HOC also oversees the process for the credentialing of health care personnel for professions interested in being licensed or registered. Anyone can make an open records request and obtain information about the different professions which have applied for a credentialing review.

If you are interested in obtaining a database listing of any of the professions listed above or for program information, you may call Marlene Petty at 785-296-1284.

## Health Occupations Credentialing

Assistance	Call
Forms or not sure who to call... (Forms may be downloaded from internet)	785-296-0060 <a href="http://www.kdhe.state.ks.us/hoc">www.kdhe.state.ks.us/hoc</a>
Initial license, license renewal, reinstatement or verification (ACHA, dietitian, SLP/A)	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees, instructor approval	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education; forms	Betty Domer 785-296-1250
Medication aides; forms	Sheila Seymour 785-296-0060
Interstate or reciprocity for aides	Fran Breedlove 785-296-0059
Test for ACHA; education policies	Martha Ryan 785-296-0058
Criminal record check program Criminal record check request forms	Steve Irwin 785-296-8628 Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Marlene Petty 785-296-1284
<b>KANSAS NURSE AIDE REGISTRY</b> <b>(785) 296-6877</b> <b>Monday through Friday</b> <b>8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.</b>	

### Kansas Department of Health and Environment Bureau of Health Facilities

Health Occupations Credentialing  
1000 SW Jackson, Suite 330  
Topeka, Kansas 66612-1365  
(785) 296-1240  
Fax (785) 296-3075

Obtain HOC  
Revised Forms  
on our Website  
[www.kdhe.state.ks.us/hoc](http://www.kdhe.state.ks.us/hoc)